

ORDINANCE NO. 2015-22

AN ORDINANCE AMENDING THE EMPLOYEE HANDBOOK AND PERSONNEL POLICIES
RELATIVE TO SICK LEAVE REDEMPTION

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON
COUNTY, OHIO, AS FOLLOWS

Section 1. That the provisions of the New London Employee Handbook and Personnel
Policies relative to Sick Leave shall be amended to read as follows:

SICK LEAVE

All Full-Time employees shall be entitled, for each completed (80) eighty hours of
service, to sick leave of four and six-tenths (4.6) hours for each Bi-weekly pay
period. Employees may use sick leave, upon approval of the Village
Administrator/Department Head for absence due to personal illness, pregnancy,
injury, exposure to contagious disease which could be communicated to other
employees, and to illness, injury, or death in the employee's immediate family,
which shall be defined as: a current spouse, child, parent, grandparent grandchild,
sister, or brother, mother or father of a current spouse, stepmother, stepfather, or
stepchild. Sick leave used shall be deducted from the employee's credit on the basis
of one hour for every one hour of absence from the previously scheduled work.

An employee who transfers from another public agency to the Village of New
London shall be credited with his unused balance of accumulated sick leave,
provided that such employment takes place within ten years of the date on which the
employee was last terminated from public service.

The Village Administrator/Department Head shall require an employee to furnish a
satisfactory, written, signed statement to justify the use of sick leave. If the
employee states that medical attention is required, a certificate stating the nature of
the illness from a licensed physician may be required to justify the use of sick leave.
Falsification of either an employee's statement or physician's certificate shall be
ground for disciplinary, action, including dismissal.

To be eligible for use of sick leave the employee must notify the appropriate
department head before their shift starts.

Upon retirement, accumulated sick leave shall be paid in an amount of ~~one-fourth~~
(1/4) of the value of unused sick leave, up to a maximum of 30 days' pay.

At no time may an employee take more sick leave than has been accumulated.
However, vacation time or a leave of absence may be used to supplement sick leave
if available sick leave has been exhausted.

Section 2. That this Ordinance shall take effect at the earliest period allowed by law.

PASSED: 12-28-2015

Mayor 

ATTEST:


Fiscal Officer